

# Didja Know?



- Did you ever *think* you signed your document but come to find out you really *didn't*? How *annoying* is that?
- Well, help is here.
- Follow these instructions and you can solve the “mystery”.

# Did You Know?



- So, you are thinking, “Boy, it sure is taking a *LONG* time for my Approving Authority to approve my request. I leave tomorrow for my TDY”.
- Well, maybe the guy that approves your request *isn't* the reason why you haven't seen an approval.

# Did You Know?



- You better go in to DTS and see where your Authorization is.
- Here is a quick way to see what the problem might be.



Back

Address

Logged In

**Log in to DTS and Click on  
"Official Travel" Then Click on  
"Authorizations"**

[Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Org Access: DA180KSA

Group Access: KSA

Permission: 0,1,2,3,4,5

### Message Center

**\*\* UPDATE \*\*** The OCONUS mileage calculation using the Defense Table of Official Distances (DTOD) link in DTS is now correctly calculating the distance between OCONUS locations. Travelers who used a private vehicle at OCONUS TDY/TAD locations after 3 April 2009 and have filed vouchers may need to amend their voucher for reimbursement of the full amount for mileage driven. If you were not reimbursed correctly, you should amend your voucher by removing the original mileage expense. Using the DTOD link, recalculate your mileage and enter

Documents Awaiting Your Approval --> [Click Here](#)

### My Signed Documents

Document Name	Current Status	Departure Date	Type
<a href="#">DCRENONV060809_A01</a>	POS ACK RECEIVED	06/08/09	AUTH
<a href="#">DCROSSINVA061409_A01</a>	POS ACK RECEIVED	06/14/09	AUTH

Locate the trip you are checking on.  
Oops! Now I see the problem.  
It says “Created” instead of “Signed”.

View Group Authorizations

## Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> [Create New Authorization/Order](#)

> [Create Trip Template](#)

### Existing Authorizations/Orders

<a href="#">Sort by Document Name</a>	Sorted by Departure Date	<a href="#">Sort by Status</a>	<a href="#">Sort by TA Number</a>	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Remove / Trip Cancel</a>	<a href="#">Amend</a>
LBKSRISALINA051409_A01	05/14/09	CREATED		> <a href="#">edit</a>	> <a href="#">print</a>	> <a href="#">remove</a>	
LBCENTREVILLE121608_A01-02	12/16/08	POS ACK RECEIVED	OU76N1	> <a href="#">view</a>	> <a href="#">print</a>		
LBSALINAKS102108_A01	10/21/08	CANCELLED		> <a href="#">view</a>	> <a href="#">print</a>		
LBSALINAKS022808_A01	02/28/08	CANCELLED		> <a href="#">view</a>	> <a href="#">print</a>		
LBSALINAKS022808_A02	02/28/08	CANCELLED					

So, click on the “edit” button  
and get started signing your document

**After you have verified your “Other Auths.” and “Pre-Audits”, you can click on the “Submit Completed Document” button**

9\_A01 Screen ID: 1059.1 [Close Window](#)  
[Help for this screen](#)

[Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

## Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

### Document Action

\* Submit this document as:

SIGNED

Routing List:

HRO TECH TRVL

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Click

### Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	DClark	0

### Document History

Status	Date	Time	Name	Remarks
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# Ta Da!

You have successfully *SIGNED* your Document.

Your Document will now move on to the Reviewer so *you* move on to the next challenge work has thrown at you.